TYNDALE
· UNIVERSITY COLLEGE & SEMINARY ·

Final Exam – Winter 2015

RESCHEDULE REQUEST FORM

Office of the Registrar
Phone: 416.226.6620 ext. 6711 or 1.877.TYNDALE Fax: 416.226.4210
25 Ballyconnor Court, Toronto, ON, M2M 4B3· Webpage: www.tyndale.ca/registrar

FRIDAY, MARCH 20, 2015 is the DEADLINE to submit an Exam Reschedule Request Form to the Office of the Registrar.

Name: _____ Student ID: _____

Tyndale Email:_____ Mailbox: _____

Daytime Phone: _____

EXAM(S) REQUESTING TO RESCHEDULE:

COURSE CODE	COURSE NAME	PROFESSOR'S NAME
1)		
2)		
3)		
4)		
5)		

REASON FOR RESCHEDULING:

_____

_____

_____

Legitimate reasons for Rescheduling an Exam:

- 2 exams scheduled at the same time;
- 3 consecutive exams in 24 hours (UC) or 3 exams in one day (Seminary);
- Illness or injury (a doctor's note must accompany this request.);
- Disability with written documentation already on file with the Dean of Students.

I have read and will submit to the Final Examination Conflict Policy on the back of this request form.

Student Signature: _____ Date: _____

** You will receive confirmation of your rescheduled exam and the exam date and time via email.*

OFFICE USE ONLY	
Date Received:	Approved by Registrar:
Received by:	Registrar's Comments:

Final Examination Conflict Policy

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DEADLINE

The deadline to submit a Final Exam Reschedule Request Form is **FRIDAY, MARCH 20, 2015.** Requests received after this time will **NOT** be considered.

EXAM CONFLICTS AND RESCHEDULING

The only circumstances that will allow the rescheduling of a final exam are as follows:

a) 2 exams scheduled at the same time;
b) 3 consecutive exams within 24 hours (UC*)* or 3 exams in one day (Seminary)*;*
c) * Sudden illness or injury. (a doctor's note must be provided);
d) Disability requiring special accommodations. Written documentation must be on file with the Dean of Students.

Exams will **NOT** be rescheduled due to personal preferences, travel plans, work schedule, church work, or other similar circumstances. Students are expected to arrange personal plans around the exam schedule.

**If a student is ill on the day of an exam, he or she should not call the Registrar or Professor but should submit an Exam Reschedule Request Form and a doctor's note to the Office of the Registrar within 48 hours of the examination.*

EXAM RESCHEDULE DATE

Students cannot set their own reschedule date but must accept the rescheduled date and time from the Office of the Registrar. Rescheduled dates, times, and instructions are sent in writing to your Tyndale email account after MARCH 20, 2015.

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Please refer to 2014-2015 Tyndale University College & Seminary Academic Calendar for more information.